

# COUNTY OF SAN LUIS OBISPO

## Environmental Health Services

2156 Sierra Way, San Luis Obispo, Phone: (805) 781-5544, Fax: (805) 781-4211

### SINGLE EVENT

### TEMPORARY FOOD FACILITY CHECKLIST

### SINGLE EVENT

#### ITEMS NECESSARY TO OPERATE AN APPROVED TEMPORARY FOOD FACILITY:

(keep this page as your event preparation checklist)

☐ **Health permit** (obtain from office)

☐ **Application complete, submitted to health department TWO WEEKS PRIOR**

☐ **Health Permit Fees paid, submitted with application** (fee exemption for nonprofit organizations and veterans, proof of nonprofit and/or VE form required)

☐ **Approval by the Event Organizer**

☐ **Demonstration of knowledge** (knowledge of food safety principles, see the "Temporary Food Facility Guidelines" handout on the web at:

<http://www.slocounty.ca.gov/Assets/PH/Environmental+Health+Services/Programs/Food/Community+Events/Reference/County+of+SLO+Temporary+Food+Facility+Guidelines.pdf>

☐ **Food from an approved source** (no home prepared foods, shellfish tags provided)

☐ **Proper booth enclosure, floor covering; identification** (full/partial enclosure dependent on operation)

☐ **Food, equipment, utensils: Approved; Protected from contamination**

☐ **sneeze guards**

☐ **customer self service** (condiments, single service utensils)

☐ **foods covered and off floor**

☐ **BBQ equipment barricaded from public access** (risk and contamination prevention)

☐ **Appropriate cold and hot holding temperatures** (cold food below 45° F, hot food above 135° F)

☐ **Foods cooked to the minimum required temperatures** (165° F)

☐ **A probe thermometer provided to verify proper holding and cooking temperatures**

☐ **Hand washing facilities** (water container with hands-free spigot, soap, paper towels, catch basin, trash receptacle)

☐ **Utensil washing facilities** (3 basins to wash, rinse, and sanitize)

☐ **A container(s) of sanitizing solution with wiping cloths** (100 ppm bleach or 200 ppm quat; test strips provided)

☐ **Trash and waste water disposal** (waste water disposed of into sewer only)

☐ **Toilet facilities** (available within 200 ft.)

**PLEASE FILL OUT AND SUBMIT THE SINGLE EVENT APPLICATION ON THE NEXT PAGE:**

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## Environmental Health Services

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### SINGLE EVENT

### TEMPORARY FOOD FACILITY APPLICATION

### SINGLE EVENT

Requirements are based on The California Retail Food Code, California Health and Safety Code §113700-114437. §114381.2 states that a permit application must be submitted to the enforcement agency by each temporary food facility operator.

*(Check the appropriate boxes or fill in blanks, attach additional pages if necessary)*

1. Community Event Info:	Event Name	Event Date
	Event Location	Event Hours From: To:

2. Temporary Food Facility Info:	Booth Name	Phone
	Mailing Address	City/State Zip
	Nonprofit Organization? NO YES	Org. Name TAX ID #:

3. Name(s), phone number(s) (for contact <u>during booth operation</u> ), and email of responsible person(s):	Name	Phone	Email
	Name	Phone	Email
	Name	Phone	Email

4. Describe the proposed menu/food items to be sold or given away to the public:

5. <b>Homemade foods are PROHIBITED.</b> All foods must be prepared on-site or in an approved commercial food facility (facility must possess a valid health department permit). Check all that apply:
<input type="checkbox"/> I am preparing my food on-site
<input type="checkbox"/> I am preparing some or all of my food off-site. <b>Name of off-site food facility:</b> _____
Indicate where food will be purchased/obtained (market/wholesaler name):

6. <b>REQUIRED:</b> Facility enclosures are required to protect food, utensils, plates, cups, napkins etc. from flies, dust, public contamination, bird droppings, etc.
<input type="checkbox"/> <b>Fully enclosed</b> temporary food booth with facility identification: Required for all facilities handling and serving <b>non-prepackaged</b> foods.
Overhead protection, 4 walls of mesh or tarp, 12" X 18" pass through windows, washable flooring (washable flooring is not required when operating on concrete or asphalt)
<b>OR</b>
<input type="checkbox"/> <b>Open-air</b> temporary food booth with facility identification: <b>Prepackaged foods only</b>
Overhead protection, 0-3 walls of mesh or tarp, and washable flooring (flooring is not required over concrete or asphalt).

7. Describe the materials used to construct the temporary food facility:

8. **REQUIRED\*:** Handwashing station (***\*Required only for facilities serving unpackaged foods***): warm water (100°F) supplied through a hands-free spigot, a waste water catch basin, pump soap, paper towels, and a trash receptacle. **NOTE: Glove use does not substitute hand washing; Hand Sanitizer may be used in conjunction with hand washing, but not in place of.**

Handwashing facilities will be provided by one of the following method(s):

- ☐ A container capable of providing a continuous stream of water that leaves both hands free to allow vigorous rubbing with soap and water for 10-15 seconds (for events lasting three days or less),
- ☐ Handwashing sink (9"x9"x5" min.) separated from warewashing sink by 24" or 6" high splashguard (for events lasting more than three days),

9. Describe how food temperatures will be maintained during transport from an approved food facility to the event: \_\_\_\_\_

Indicate where food will be purchased/obtained: \_\_\_\_\_

10. Describe the proposed procedures and methods of food preparation and handling for all menu items:

- ☐ A barbeque will be used as part or all of the cooking process. The barbeque will be sufficiently separated from public access to prevent contamination of the food and injury to the public. (5 feet of separation is recommended.)
- ☐ A sneeze guard, cover, compartment or other approved method will be provided to protect my food, utensils and equipment from public contamination for customer self-service items and for food cooked or held on equipment positioned near the front of a temporary food facility, within range of the customers.
- ☐ Food samples will be provided. (Describe method of sample distribution below. Indicate what utensils will be used.)

11. The following cold temperature control will be provided for the cold holding of potentially hazardous food to ensure storage below 45°F:

- |   |  |
|---|--|
| <input type="checkbox"/> Ice chests (food fully submerged in ice) | <input type="checkbox"/> Ice bath and tubs |
| <input type="checkbox"/> Refrigerated truck                       | <input type="checkbox"/> Freezer           |
| <input type="checkbox"/> Refrigerator                             | <input type="checkbox"/> Other (specify)   |

12. The following hot temperature control will be provided for the hot holding of potentially hazardous foods to ensure storage above 135°F (unserved food must be thrown away at the end of each operating day):

- |   |  |
|---|--|
| <input type="checkbox"/> Camp stove             | <input type="checkbox"/> Steamtable and lids |
| <input type="checkbox"/> Sterno and hotel trays | <input type="checkbox"/> Electric stove top  |
| <input type="checkbox"/> Double steamer         | <input type="checkbox"/> Other (specify)     |

13. ☐ I am aware of the required hot and cold holding temperatures and minimum cooking temperatures for the menu items I am providing.

☐ An accurate probe thermometer will be provided and I will ensure that the proper temperatures of potentially hazardous foods are met and maintained.

☐ All unserved hot held potentially hazardous foods will be discarded at the end of each operating day.

14. ☐ Food will be stored 6 inches off the floor and inside or adjacent to my temporary food facility.
- ☐ During periods of non-operation, food will be stored inside my fully enclosed temporary food facility or other approved location. **Food may not be stored inside a private home.**

15. **REQUIRED\*:** Utensil washing station *(\*Required only for facilities serving unpackaged foods)*

Warewashing facilities will be provided by one of the following method(s):

- ☐ Utensil washing station consisting of three tubs: one with hot soapy water, one with hot rinse water, and one with sanitizer [i.e. bleach-water solution (**2 Tsp bleach per gallon water**)].
- ☐ Three compartment sink with two integral metal drainboards (required for events over three days)
- ☐ A centrally located warewashing sink shared by no more than four facilities.

16. The following sanitizing solution(s) (with corresponding test strips to verify concentration) will be used for surface wiping cloths and utensil sanitization.

Separate containers of sanitizer and wiping cloths are required for use with raw meat products:

- ☐ 100 ppm chlorine solution (bleach-water) ☐ 200 ppm solution of quaternary ammonium
- ☐ 25 ppm iodine solution ☐ Other (specify):

17. Describe the procedures, methods, and schedules for cleaning utensils, equipment, and structures:

18. Describe the procedures, methods, and schedules for removal of trash and waste water (**dumping into a storm drain is prohibited**):

19. Electricity is provided for my booth's use. ☐ yes ☐ no

20. ☐ A site plan is drawn on the next page that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing equipment.

21. ☐ I have read, understand and will comply with the "Temporary Food Facility Guidelines" handout, available at the following website:  
<http://www.slocounty.ca.gov/Assets/PH/Environmental+Health+Services/Programs/Food/Community+Events/Reference/County+of+SLO+Temporary+Food+Facility+Guidelines.pdf>

**IMPORTANT:** All food vendor booths are subject to inspection. Violation of any of the above may result in closure of your temporary food facility. **Please make a copy of this checklist for review in preparation for this event and for your records.** A valid health permit or copy of this application showing the permit fee has been paid must be present in the booth at all hours of preparation and operation. Return the application **with fee payment** for a permit **TWO WEEKS PRIOR** to the event to **Environmental Health Services, P.O. Box 1489, San Luis Obispo, CA, 93406**. Checks may be made payable to **SLO County Environmental Health**. The approved permit will be mailed to you or provided following the booth inspection.

**THIS IS NOT A PERMIT TO OPERATE. YOU MUST OBTAIN WRITTEN APPROVAL FROM ENVIRONMENTAL HEALTH SERVICES BEFORE OPERATING. APPLICATIONS SUBMITTED WITHOUT PAYMENT WILL BE REJECTED.**

Signature of Applicant

Date

(Site Diagram on next page)

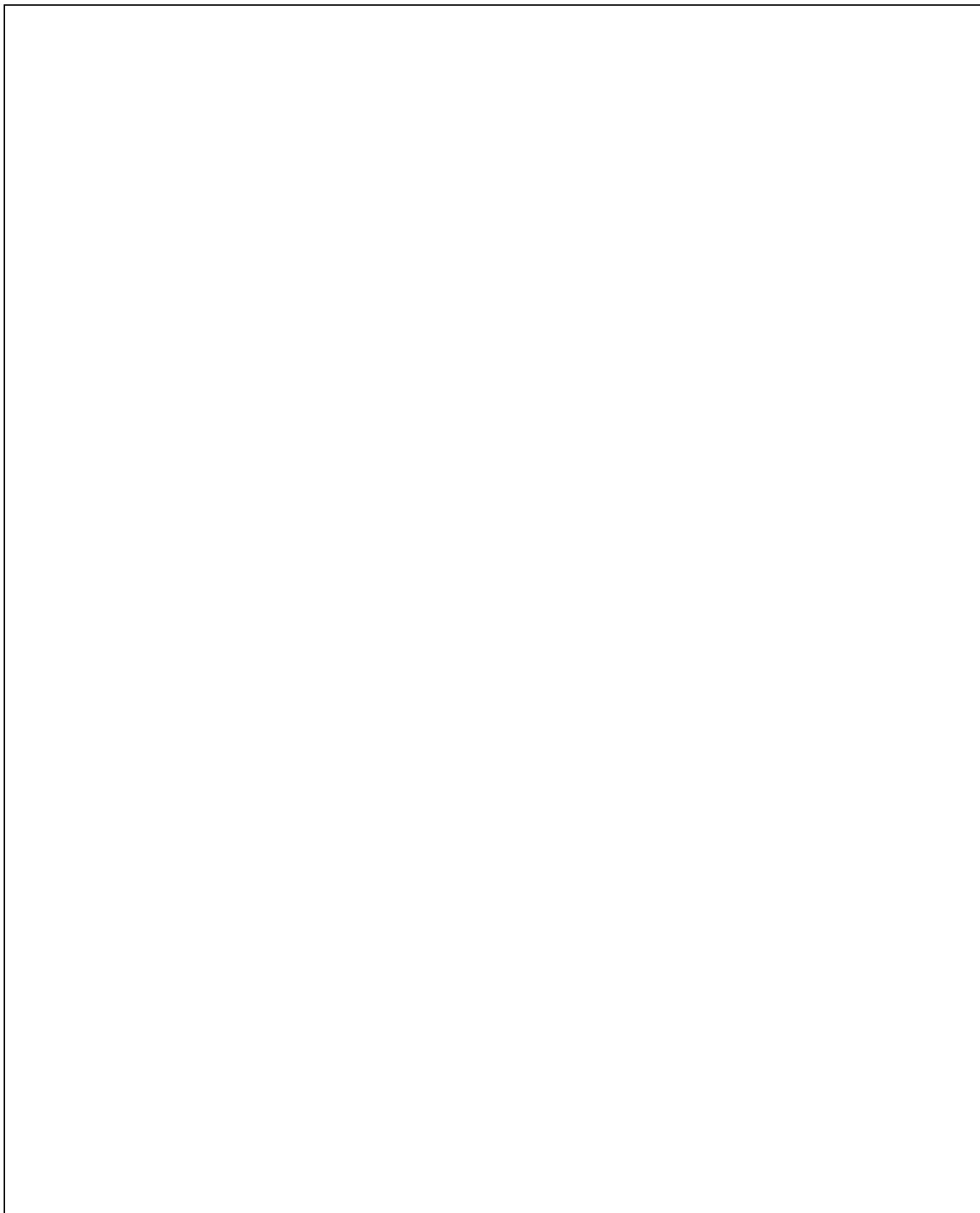
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**FOR OFFICIAL USE ONLY. DO NOT WRITE IN THE BOX BELOW.**

DATE:		AMOUNT DUE:		PE	1698
PAYMENT METHOD		<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK #	<input type="checkbox"/> CC	AUTH #
<input type="checkbox"/> NONPROFIT	TAX ID #	<input type="checkbox"/> VET EXEMPT		INITIALS	
COMMENTS:					
HEALTH PERMIT APPROVED BY:				, EHS	DATE:

# FOOD FACILITY DIAGRAM

Indicate the proposed layout of equipment, food preparation tables, food storage, warewashing and handwashing equipment.

A large, empty rectangular box with a thin black border, intended for drawing the food facility diagram. It occupies the majority of the page below the instructions.